

Professional and Managerial Branch  
Miscellaneous Professional Group  
Economic Development Series

**ECONOMIC PROGRAM ANALYST I**

02/00 (SAC)

*Summary*

Under general supervision, perform professional level administrative and technical in support of preparation and implementation of economic development plans, programs and services.

*Typical Duties*

Participate in standard business recruitment and retention activities. Involves: reviewing letters of intent, business plans, technical sketches or blueprints and proposal specifications for conformance to the City's codes and economic development policies and strategies; advising on submission of development applications for new or expanding businesses to facilitate processing through the City's multi-department reviews, and on management of special tax and financing districts including arrangements for abatements and variations; coordinating with and informing legal and other City departments, governmental agencies, civic organizations, and private businesses of enterprise zone, City owned land disposition and other established economic development programs as assigned; interviewing prospective loan applicants and acting as a City liaison to chambers of commerce and intermediary between loan applicants and financial institutions; monitoring and notifying supervisor of trends in pertinent local, state and federal legislation and regulations; identifying funding sources for various projects and writing drafts of portions of grant applications as specified; making presentations at or otherwise participating in designated meetings or conferences and servicing on local, state and national advisory committees.

Conduct research and analyses on assigned aspects of projects to expand and strengthen metropolitan industrial and commercial development programs. Involves: conferring with other City staff members and private sector groups to identify the information required to evaluate the characteristics, complexities and priorities of the community's economic needs, trends and activities; devising methods for, and gathering, organizing, compiling and interpreting financial, labor and other socioeconomic information; preparing technical status or comparative reports supplemented by graphics, statistics and forecasts on findings of recurring and special studies for use in decision making on recommendations for revisions to local legislation and community plans. setting up and maintaining economic development databases of local businesses, utilities, zoning, taxes, transportation, community services, financing tools and resources, building and site availability, employment, productivity, and wages and hours. acting as City liaison to chambers of commerce

Perform related incidental duties contributing to realization of team or unit objectives as required. Includes: substituting within authorized limits for supervisor or coworkers as qualified by carrying out specific functions to maintain continuity of ordinary services, if delegated; providing designated support for miscellaneous projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments related to functions of other positions for training purposes under close supervision; engaging in professional development activities to keep informed of municipal planning technical advances, conceptual innovations and emerging issues; logging activities, preparing and delivering recurring or special results or status reports, and writing related correspondence; keeping equipment and work area orderly, safe and clean.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, Planning, Economics or related field; plus two (2) years of professional administrative experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Good knowledge of: public administration and economic development principles and practices. Some knowledge of: basic program research, development and implementation methodologies, statistical analysis and trend forecasting techniques, and related computer applications; local economic conditions, financial resources, and business and industries; federal economic and urban development agencies and programs; loan application and disbursement procedures.

Ability to: comprehend department goals and objectives and the programs and services for achieving them; perform analytical research to assist with planning, developing and coordinating economic development program components; perform mathematical calculations including forecasting; communicate clearly and concisely orally, graphically and in writing to express and interpret facts and ideas on recruiting, expanding and retaining businesses, and to maintain records and prepare reports; establish and maintain effective working relationships with fellow employees, City officials, business executives and the general public.

Skill in safe operation and care of: personal computer or network workstation, and generic business productivity and specialized economic analysis software comparable to that installed; common office equipment; motor vehicle.

Physical Effort & Work Environment: Occasional driving through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

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Director of Personnel

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Department Head

**OFFICIAL**